

WGTC 1.4

Standing College Committees

Standing College Committees shall develop purpose statements for the existence of the committees. The purpose statement of each committee serves to give focus and direction to the work of the committee. The purpose statement shall be published and maintained on the College's KnightShare site. Standing Committees should remain active and have a minimum of two meetings per academic year. Standing Committees will maintain agendas, meeting minutes, and membership listings. Standing Committees should establish guidelines/bylaws of operation that include but are not limited to the following:

- Goals and objectives
- Criteria for selecting committee membership
- Oversight of the committee
- Published schedule for meetings
- Process for action of policy recommendation
- Method of evaluating the effectiveness of the committee in relation to the committee's purpose

Faculty members will participate and serve in all Standing Committees.

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Institutional Effectiveness	Effective: 3/2009
Division: Institutional Effectiveness		Reviewed: 10/2021 Revised: 10/2021